

Ref: CBBL/GSD/Rfq/2022/0059

Date: December 26, 2022

Subject: Tender (UPC-Unit Price Confirmation) & Enlistment for supply of Courier Service for Community Bank Bangladesh Limited.

Dear Sir:

Community Bank Bangladesh Limited invites for Tender (UPC-Unit Price Confirmation) & Enlistment for Courier Service for Community Bank Bangladesh Limited in below from reputed Companies.

A. General Terms and Conditions:

1. **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. **Work Location/Delivery Place:** All over Bangladesh
3. **Payment Terms:** Payment will be made after each completion the job at actual quantity upon submission of the bill with work order & noc from the deployed location which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through the Bank Account only.
4. **Price/Financial offer Submission:** The bidder shall have to submit the price in the letter head pad.
5. The Bidder shall have to submit their proposal following the above information.
6. **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The purchaser is not obliged to purchase the lowest offer at all. The purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and purchaser Business Units. Purchaser
7. **Bid Submission/ Closing Date:** The Quotation shall have to the submit below mentioned address: **Chairman Purchase Committee**, General Services Division 12th Floor, Community Bank Bangladesh Limited, Police Plaza Concord, Tower- 2, Road-144, Plot-02, Gulshan-01, Dhaka. You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on January 05, 2023.
8. **Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
 - A. Proposal must be addressed for "**Chairman purchase Committee**" of Community Bank Bangladesh Limited.
 - B. Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - C. Must mention the subject line "**Tender (UPC-Unit Price Confirmation) & Enlistment for supply of Courier Service for Community Bank Bangladesh Limited.**" (Ref: CBBL/GSD/Rfq/2022/0059)" in top of the Envelope.
9. **Quotation Validity:** The Quotation shall be valid **for 365 calendar days (01 Year) from the Quotation submission/ closing date.** Which will continue for a year/until further notice (if both parties agreed). Details discussion/terms & condition will be available in Service Level Agreement (SLA).
10. **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

B. Company Profile:

1. **License:** Your Company must obtain License from Ministry of Posts, Telecommunication and

Information Technology. Please submit with your financial offer.

2. **Registered Vehicle Details:** Please give the details of registered vehicle details used for courier service including the total number of vehicles and coverage area.
3. **Go Share Team:** Please mention the arrangement of your go share team i.e. a platform that connects drivers with trucks and vans to people and businesses who need an on-demand courier service.
4. **Storage Capacity:** Please mention the storage capacity for load-unloading, delivery purpose.
5. **Delivery Region:** All over in Bangladesh needed. In case, your coverage area is more or less than that, please mention
6. **Staff Details and Organogram:** Please give brief description/ flow chart in this regard.
7. **Details of Basic Supplies and Tools:** Please give the details of The Right Equipment and tools used for courier service.
8. **Insurance on Transport, storage and likewise:** Please give brief description in this regard.
9. **Liquidity Damage/ Policy for any undelivered/ lost items:** Please give details in this regard.
10. **Delivery Lead Time:** Please mention the delivery lead time in details region wise.

D. Financial Terms & Conditions:

12. Quoted Price must include material, labor and service charges as per attached price format.
13. Delivery lead-time will be as per site and Bank requirements.
14. Following papers/documents must be sent with the proposal:
 - i) Valid Trade License
 - ii) Bank solvency certificate/documents (If applicable)
 - iii) VAT Registration certificate
 - iv) Up-to-date TIN certificate
 - v) Up-to-date copy of TAX payment receipt
 - vi) Client list with goodwill certificate (If available)
 - vii) Experience certificate (If available)
15. Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh Limited discourages advance payment if not necessary.
16. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.

Mentionable that, if the scope of works and your company type does not match with our requirement, you need not to submit any offer in this regard. In case, any terms & conditions is not compatible with the Tender Process, they may be relaxed.

Thanks & Best Regards

S.M. Shahin Iqbal
SAVP & Head of General Services Division (GSD)
Head Office

Financial Offer Format

S/L	Item Category	Unit Rate (in BDT including VAT & Tax)	
		Dhaka	Outside Dhaka
1	Letter Documents (1-500gm)		
2	Letter Document/Gift Item up to 1 KG		
3	Letter/Document/Gift Item 1 to 2 KG		
4	Letter Document/Gift Item 2 to 5 KG		
5	Parcel/Kg		
6	Thermal Roll/KG		
7	Banner/Umbrella- Per Pcs		
8	Computer/Printer/Fax, Photocopy and other equipment-Pcs		
9	Fake Note Detektor/UV Machine-Per Pcs		
10	Uniform/Dress, Shirt, Pant & Shoe -Per Pcs		
11	Celender/Dairy-KG		
12	Letter Documents (1-500gm)/Urgent Service		
13	Credit/Debit Card -Per Pcs		
14	Pin Code- Pcs		
15	Cheque Book- Per Pcs		
16	Card Holder Statement- Per Pcs		
17	Bundle of credit/Debit Card/Pin Code/Cheque Book in a single envelope		
18	MICR Cheque Book		